


Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X **Proposed Position Description**

Date Prepared: 06/24/03

Approving Official: Name: Sheryl A. Wheeler Signature: 
Title: HR Specialist

Position Title/Series/Grade: Maintenance Worker, WG-4749-08

ORGANIZATION: Division of Property Management

This position has been reviewed using the following Federal Wage System, Job Grading Standards: Maintenance Mechanic Series, WG-4749, 5/74; Electrician Series, WG-2805, 6/89; Cement Finisher Series, WG-3602, 1/70; Mason Series, WG-3603, 11/69; Roofer Series, WG-36-6, 1/70; Plummer Series, WG-4206, 3/69; Carpenter Series, WG-4607, 4/91; Motor Vehicle Operator, WG-5703, 4/91; Fork Lift Operator, WG-5704, 11/68; Tractor Operator, WG-5705, 1/92.

TITLE AND SERIES DETERMINATION: This is a mixed job and requires the incumbents to perform work in various different trades and crafts in support of the NIH. This position is established to perform a variety of nonsupervisory general maintenance and upkeep work at the DHHS, NIH. Based on this requirement, the Maintenance Mechanic standard was used. This standard is used to grade non-supervisory work involved in the maintenance repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, masonry, plumbing, electrical, etc meets the specific needs of this position. Based on this standard it shows that when there are more than one occupation being performed at the same grade level, then the 4749 series and title are to be used, however, if one of the occupations is graded higher than the other occupations then the higher graded occupation would determine the title and series of the position. Based on this review, the title and series, Maintenance Worker, WG-4749 is the appropriate title and series for this position.

GRADE DETERMINATION: The duties of this assignment are relative to the regular, recurring work performed using a variety of trades in a manner typical of the WG-4749 Series. Overall grade for this position is, therefore, determined by reference to the WG-4749, Maintenance Mechanic Series Standard, and to the various other occupational series.

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This position is evaluated using the different trades and crafts. The majority of the work is at the WG-8 level which is the determining factor for the grade of the position; the other work is at the WG-6 to WG-7 level. The highest level work performed is WG-8 and determines the grade of this position.

CONCLUSION: Work depicted in the duties are properly considered in accordance with the WG-4749, Maintenance Mechanic series. Duties are described at the WG-8, none being above WG-8. In accordance with the classification practices and titling prescribed in the WG-4749 Series standard. The proper classification for subject job is therefore determined to be Maintenance Worker, WG-4749-08.

Installation: National Institutes of Health, Bethesda, MD

Title: MAINTENANCE WORKER

Occ Series: 4749

Pay Plan: WG

Grade: 08

Introduction: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the Department of Health and Human Services (DHHS), National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position is multi-disciplinary and requires the incumbent to be multi-skilled and flexible in the types and complexity of work performed. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work thus requiring that specific trade skills be shared between staff members.

Duties: .

MAJOR DUTIES

Responds to service calls requiring, servicing, and repairing buildings and related fixtures and performs inspections on both routine and emergency type basis requiring the use of trade practices associated with occupations in the mechanical, electrical, carpentry, pipefitting, plumbing, and associated trades. Operates a motor vehicle with gross vehicle weight of up to 10,000 pounds to transport tools, materials, equipment and self to work site. Appropriate state CDL may be required. Performs the following typical, but not all inclusive duties:

1. **Plumbing Work:** Work involves inspection of and repair to existing building used by the public, typically consisting of replacing worn or broken fixtures, resweating copper water pipes, replacing sections of plastic pipe, toilet flush valves, shower water valves,

floor toilet seals, and similar repairs such as those requiring digging up underground water and sewer lines and reburying. On occasion, work involves routing of new or rerouting of old waterlines. Work is performed from instructions (verbal or written), including those, which are part of project work forms, with employee responsible for troubleshooting and making recommendation as to extent of repair, techniques and applicable mathematics to accomplish assigned work. Work is subject to minimal review in-progress with completed tasks subject to inspection and review by work leader.

2. Mechanical Maintenance: Performs a variety of basic operational checks, tune-ups, etc., on various items of equipment. Work is performed in accordance with established maintenance schedules. Indications of need for major overhaul or repair are brought to attention of work leader for major maintenance or repair. Also, performs maintenance and repair of hand tools. Employee applies needed skill and knowledge to follow accepted practices or written guides relative to the performance of operational checks, tune-ups and minor repairs, utilizing appropriate tools and procedures in the process. Work is typically performed independently with review of work essentially for continued operational integrity of equipment items and for timely identification of those items needing further repair or maintenance attention. Work is performed from established schedules, in accordance with work orders or as otherwise noted by work leader. Upon receipt of assignment, accompanied by instructions, which indicate location of equipment and parts considered necessary and goes to the site of disabled unit. Diagnoses cause of trouble and determine whether repair can be accomplished in the field or if shop facilities are necessary.

3. Electrical Work: Work involves performing a variety of electrical repair and maintenance work at facilities and in buildings at the project facilities. Work performed is typically that which can be accomplished by installing, removing, replacing, tightening, splicing, soldering and insulating defective wiring, controls, equipment, and fixtures such as damaged light fixtures, malfunctioning switches, broken or bare wiring, loose connections, etc.; and, on occasion, regular wiring. Work is performed from instructions (verbal or written), including those which are part of project work forms, with employee responsible for locating problems through visual check or use of test instruments, completing needed repairs, and placing back in service. Employee is responsible for selecting tools and applying required standard work methods, techniques and applicable trade practices to accomplish work. Work is accomplished in conjunction with or under overall guidance of on-site journeyman electrician and/or supervisors who is available if unusual problems arise, if unfamiliar or complex electrical work is assigned, and/or to provide technical advice and inspection to assure that completed work meets requirements. Other work assignments include replacement of lighting bulbs and tubes.

4. Carpentry Work: Work involves constructing, installing, repairing or modifying items such as frame structures, decking, partitions, shelving, doors, forms, siding, scaffolding; and, on occasion, cupboards, cabinets, wooden signs or similar items (where appearance is more important). Other related work includes items such as erecting and assembling/repairing prefabricated structures or other items. Work is performed from a variety of instructions ranging from basic plans and specifications to general instructions

in the form of work orders, sketch plans, etc., with employee responsible for applying the required knowledge of wood composite materials, carpentry techniques, basic shop mathematics, and use of hand and power tools to plan, layout, measure, cut, construct and install materials. Review of work in-progress is minimal or by spot-check only, with check upon completion being determined by the nature or project and the need for meeting objectives such as structural integrity, dimension, etc.

5. Masonry and Cement Finishing Work: Performs a variety of masonry and cement work as appropriate to site improvement, maintenance/repair or replacement. Lays concrete blocks to line toilet pits and/or provide foundation for small structures; lays brick or replaces same, as needed to maintain buildings, extend chimneys, etc.; digs earth forms, and places and finishes concrete for fireplace facilities, dump stations, etc.; and, utilizes prepared wood forms for construction of sidewalks, boat ramps, etc. Mixes concrete and mortar in accordance with needs of job. Work is assigned through oral and written job orders with employee responsible for selecting tools or materials, applying standard work methods and techniques, and using appropriate power tools, as needed. Depending upon the size and extent of project and the need for coordination with others or working as member of group or crew, work may be checked in-progress for conformance with instructions with completed work being checked primarily only for overall acceptability.

6. Roofing: Performs a variety of minor roofing and related repairs. As appropriate, installs metal flashing or gutters and makes minor repairs to subsurface.

7. Other Maintenance Work: As assigned, normally on an irregular basis, depending on seasonal workload demands, visitation, other assigned duties, etc., performs one or more of the following for minor amounts of time: a. Snow Removal: Removes snow from various project surfaces in accordance with "Snow Removal Policy". Performs other general laboring work relative to fence and road maintenance, trash collection, use of chainsaws, and winching equipment in cleanup and debris removal, etc.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

1. Ability to plan and carry out work under limited direct supervision, and in accordance with work orders, oral instructions, equipment manuals, specifications and the normal practices and procedures of the trades involved.

2. Knowledge of the assembly, installation, modification, and repair of structures, fixtures and equipment associated with facility equipment, and the ability to perform the necessary examination and operational tests where applicable.

3. A fairly comprehensive knowledge of the standard trades practices and procedures, tools, and processes involved with the preceding major duties.

4. Ability to use and maintain the tools and equipment pertinent to the performance of the several types of work assigned.
5. Knowledge of the materials used in the performance of assigned work.
6. Knowledge of basic shop mathematics pertinent to the performance of assigned duties and responsibilities in accordance with accepted practices of the various trades.
7. Ability to troubleshoot simple systems.
8. Ability to do the work of position without more than normal supervision.
9. Knowledge of equipment assembly, installation, and repair, etc.
10. Technical practices. (Theoretical, precise, artistic).
11. Use of measuring instruments.
12. Ability to interpret instructions, specifications, etc. (Includes blueprints).
13. Ability to use and maintain tools and equipment and associated record keeping.

Responsibility:

Receives assignments from supervisor or work leader orally or in the form of written or electronic service orders. Generally receives radio dispatched trouble calls while on call and makes emergency repairs. Incumbent determines the type and extent of repairs needed, methods and techniques to use, parts or components required, and completes work typically with no check in progress. Ensures the end product meets all specified requirements.

Incumbent is responsible for the safe operation of the vehicle following all safety rules, regulations, and traffic signs. Assures that cargo is arranged properly for best support. Incumbent's ability is regularly observed and evaluated, and trip tickets are checked for Compliance with regulations and completeness.

Physical Effort:

Work requires walking, standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently lifts and carries parts and equipment weighing up to 40 pounds; occasionally handles items weighing up to 100 pounds.

Working Conditions:

Position may be subject to shift or irregular work hours.

Works inside and outside, exposed to dirt, sewage, dust, grease, fumes, and refrigerant gases. Is subject to injury from use of hand and power tools, and to burns, cuts, bruises, and electrical shock. May be required to wear and/or use protective clothing and equipment in accordance with established health and safety regulations and SOP s.

Works outside and is occasionally exposed to bad weather while loading and unloading vehicle. Is subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather

NOTE: Employees are required to observe established safe working procedures. Appropriate protective clothing and/or equipment are provided to minimize or eliminate hazardous conditions, and its use is mandatory.